

MICHIGAN DEPARTMENT OF AGRICULTURE



Minimum Program Requirements

Element: Food Service Program

Page 1 of 4

Date: 3/21/08

Director's Signature:

Date:

ELEMENT DEFINITION:

The Food Service Program's main goal is to eliminate the risk of foodborne illness from food served at licensed food service establishments. Two basic principles form the foundation under which the program standards are built:

1. Reduce the occurrence of the CDC-identified risk factors that are known to cause foodborne illness and other factors that may contribute to foodborne illness; and
2. Establish a food service program framework within which the control of the risk factors will be realized.

A secondary goal of the program is satisfaction of reasonable customer expectations relative to the sanitation of food service establishments.

The elements of this service include plan review, evaluations, records, enforcement, staff training and qualifications, and foodborne illness investigations.

MINIMUM PROGRAM REQUIREMENTS:

Plan Review:

MPR 1

Plan Review: A local health department, upon receipt of plans and specifications for construction, alteration, conversion, or remodeling of a food service establishment, shall review the plans and specifications to determine conformance with applicable requirements. All plans approved by the local health department comply with the law [FL 6101 to 6113; FC 8-201.11 to 8-201.12.

Evaluations:

MPR 2

Pre-opening Evaluations: A local health department shall conduct one or more pre-opening evaluations to verify that a food establishment is constructed and equipped in accordance with the approved plans and is in compliance with the

law [FL 3115, 4125(1), 6115; FC 8-203.10].

MPR 3

Evaluation Frequency: A local health department shall perform an evaluation of each food service establishment at least once every six months. A seasonal food service establishment that operates nine or fewer months each year shall be evaluated at least once during the period of operation. A low risk food service establishment may be evaluated once every 12 months [FL1107(c), 3123, 3125].

OR

A local health department shall perform an evaluation of each food service establishment in accordance with MDA's "Emergency Risk Based Evaluation Schedule" [FL 3123, 3125].

Or

A local health department shall perform an evaluation of each food service establishment in accordance with MDA's risk based evaluation schedule. [fl 3123, 3125].

MPR 4

Vending Machine Locations: A local health department shall evaluate vending machine locations using one of the following methods:

All vending machine locations are evaluated at least once every 6 months [FL 3123].

OR

One-third of each operator's vending machine locations are evaluated each year. Every vending machine location is evaluated over a three-year period [FL 3125].

OR

One-tenth of each operator's vending machine locations are evaluated every six months. Every vending machine location is evaluated over a five-year period [FL 3125].

MPR 5

Temporary Food Service Establishment Evaluations: A local health department shall evaluate all temporary food service establishments for which required notifications are made to the local health department [FL 3115(2), 4125 (1)].

MPR 6

Evaluation Procedures: A local health department shall conduct evaluations in accordance with the law [FL 3121, 3127; FC 8-402.11 to 8-403.50, 8-405.20(A)].

MPR 7

Intervention/Risk Factor Violations: Evaluations identify Intervention/Risk Factor violations [FL 3127; FC 8-403.10(B)(3)].

MPR 8

Evaluations Result in Food Code Compliant Establishments: The local health department properly applies the Food Code to safeguard the public health

and ensure that food is safe, unadulterated, and honestly presented [FC 8-101.10(A)].

Records:

MPR 9

Records are maintained in accordance with MDCH General Schedule #7 [FL 3121]. Plans, applications, and licenses are processed in accordance with law [FL 1107 (j), 3115, 4101, 4103, 4105, 4107, 4109, 4123, 4125].

Enforcement

MPR 10

Enforcement Policy: The local health department has a written enforcement procedure consistent with law. Enforcement action is initiated in accordance with the local health department's enforcement procedures [FL 2119(2), 3117, 5113, 6101; FC 8-101.10, 8-403.10, 8-403.20, 8-405.11, 8-405.20].

MPR 11

Unauthorized Construction: Food service establishments are not allowed to be constructed prior to the issuance of plan approval. Stop work orders are issued as required [FL 6113].

MPR 12

Follow-Up Evaluations: A follow-up evaluation shall be conducted by a local health department, preferably within 10 calendar days, but no later than 30 calendar days, to confirm correction of all previously identified critical violations. Information about the corrective action is described on the evaluation report [FL 6129 (3); FC 8-405.11, FC 8-405.20]

MPR 13

License limitations: License limitations are issued and documented in compliance with the law. [FL 2121, 2123].

MPR 14

Variances: Variances are reviewed and approved in accordance with law [FL 6101, FC 3-502.11, 8-103.10 to 8-103.12].

MPR 15

Complaint Investigation: All consumer complaints are investigated in a timely manner. Complaint records indicate the results of the investigation or the justification for not investigating [FL 2101(2), 3121(3), 3129, 3131].

Staff Training and Qualifications:

MPR 16

Technical Training: Within 12 months of employment or assignment to the food service program, staff conducting evaluations of food service establishments satisfactorily complete training in the following areas: a) Public health principles, b) Communication skills, c) Microbiology, d) Epidemiology, e) Food Law, Food Code, related policies, f) HACCP [FL 2119(2)(b) and FDA's Recommended

National Food Regulatory Program Standards; Standard 2 – Trained Regulatory Staff].

MPR 17

Fixed Food Service Evaluation Skills: In order to be considered minimally qualified to evaluate a food service establishment, new employees or employees recently assigned to the food service program after October 2000 shall complete field training within 12 months of employment or assignment to the food program that includes:

- a) Twenty-five joint training evaluations with a standardized trainer from a local health department
- b) Twenty-five independent evaluations reviewed by the standardized trainer (either on-site or paperwork review)
- c) Five evaluation inspections with a standardized trainer
- d) Endorsement by the standardized trainer.

[FL 2119 (2)(b) and FDA's Recommended National Food Regulatory Program Standards; Standard 2 – Trained Regulatory Staff].

MPR 18

Specialty Food Service Evaluation Skills: New employees or employees recently assigned to the food service program during the review period who evaluate specialty food service establishments (mobile, vending, STFU, temporary) have knowledge of the Food Law, Food Code, public health principles, and communication skills, and have been endorsed by the supervisor for each type of establishment assigned for evaluation before conducting independent evaluations. [FL2119 (2) (b)]

Foodborne Illness Investigations:

MPR 19

Foodborne Illness Investigations - Timely Response: A local health department shall initiate an investigation of a suspected foodborne illness within 24 hours after having received a complaint and shall prepare a written final investigation report for each foodborne outbreak with a copy sent to MDA, Food Safety Planning and Response Unit within 90 days from the completion of the investigation [FL 2101(2), 3121(3), 3129, 3131].

MPR 20

Foodborne Illness Investigations - Procedures: A local health department shall follow, and review annually, standard operating procedures for investigating and communicating foodborne illness outbreak investigations that: a) Are equivalent to those contained in "Procedures to Investigate a Foodborne Illness" 5th edition, published by the International Association of Food Protection, b) Include a description of the foodborne illness investigation team along with the duties of each member, and c) Are compatible with MDA February 3, 2006 memo titled "Foodborne Illness Reporting and Documentation For Minimum Program Requirement (MPR) Compliance, and d) Outline procedures for communicating foodborne illness information with local health department employees, other governmental agencies, and organizations [FL 3131(1)(2)].